



AGENDA

INFRASTRUCTURE/PARKS AND RECREATION BOARD MEETING

Trinity City Hall Annex
6703 NC Highway 62
Tuesday, February 04, 2014
7:00 pm

Board members present: Chairwoman Deborah George- Thompson; Board members, James Michael Kirkman, Jack Carico, Jerry Daniels, and James Michael Harrison.

Board members absent: Larry C. Lister, and Paula Peace.

Other's Absent: Council Liaison, Barry Lambeth.

Others present: City Manager, Debbie Hinson; Public Works Director/Stormwater Administrator, Rich Baker; Assistant City Clerk, Annette de Ruyter; Council members, Chester Ayers, Gene Byerly, Debbie Frazier, and Jesse Hill.

1. Call to Order

Chairwoman Deborah George-Thompson called the February 04, 2014 meeting to order at 7:00 p.m. and welcomed everyone present

2. Pledge of Allegiance

Chairwoman Deborah George-Thompson led the Pledge of Allegiance.

3. Invocation

Council member Jesse Hill gave the invocation.

4. Oath of Office

Chairwoman Deborah George-Thompson opened this item to allow the two (2) members listed below to be given the Oath of Office.

- Andrew Davis – Ward 4
- Jack Carico- Ward 3

At this time, Manager Hinson advised Chairwoman Debra George Thompson that the Oath of Office for Mr. Andrew Davis would need to be postponed until the next scheduled meeting. Mr. Davis is at home with a health issue that prevented him from attending the meeting tonight. We will give the Oath of Office to Mr. Davis at the next scheduled meeting; however, we can move forward and give the Oath of Office to Mr. Carico.

At this time Mr. Jack Carico from Ward 3 was given the Oath of Office by Assistant City Clerk; Annette deRuyter at 7:13 pm.

Chairwoman Deborah George-Thompson, board members, and staff welcomed Mr. Carico to the Infrastructure Board as their newest member.

Mr. Rich Baker advised board members that he had not placed the election of a new Chair or Vice Chair on the Agenda for the meeting tonight. If the board would like to take action on this tonight they may amend the agenda or this item can be placed on the next scheduled meeting agenda.

Chairwoman Deborah George-Thompson called for board members thoughts concerning this issue. ***It was the consensus of members to delay the election of a Chair and Vice-Chair until the next scheduled meeting.***

5. Review, Amend if needed, and Approve Agenda.

Chairwoman Deborah George- Thompson asked the Board to review, amend if needed, or approve the Agenda.

Board member Harrison asked about a revised street list for Orphaned Streets that included the proposed additions discussed at the last meeting. The list included in the packet is the old list and does not include the addition.

Manager Hinson advised members that she had completed the Agenda and did not include the revised listing with the additional streets since there were some new board members to be added. It was her intent to provide the original information from the last meeting in an effort to give the new board members the same information provided to the board at their earlier meeting.

Staff will add any changes that may be made tonight as well as the additions. This list will be revised and will be available for pickup this week.

New Business

6. Approve October 01, 2013 Minutes

Motion to approve the October 1, 2013 minutes by Board member Daniels, seconded by Board member Harrison, and approved unanimously 5 to 0 by all members present with Board member Lister, and Peace being absent.

7. Power Point presentation and discussion of City Sewer System

Chairwoman Deborah George-Thompson opened this item. At this time she discussed with Mr. Baker, a suggestion that was mentioned by Council member Byerly that the city investigate the possibility of adding bar codes on the manhole covers.

She asked Mr. Baker if he has logs of all the manholes that are checked and when they are checked.

Mr. Baker advised Chairwoman Deborah George-Thompson and board members that a log was currently being kept. The state of North Carolina requires the city to perform maintenance on the system and the manholes with the proper logs of service dates.

Mr. Baker shared with the Board that smoke test was performed this past fall. The main reason for the smoke tests maintenance is to help locate the broken lines or leaking clean out taps. If smoke rises from the ground it indicates a leakage.

The caps are 4" and are constructed of heavy materials. Heavy rain and flooding would add large amounts of infiltration in the lines. The smoke test method is beneficial in finding the breaks and leaks in the line and will assist us in keeping out infiltration.

Chairwoman Deborah George-Thompson discussed the bar codes mentioned to her by Council member Byerly. The city could purchase a bar code reader from a hardware store and place a barcode on the cap. You would then have an accurate record that could be pulled up at any time to see where there are problems. She addressed Mr. Baker's comments at a prior meeting regarding loose caps and missing screws on the manhole covers. This allows vandals to throw things in the manholes that will cause problems in the systems. Chairwoman Deborah George-Thompson asked if this would be a way to have a tighter control with a log. She stated this was not her idea, that Mr. Byerly was the person that thought of this.

Mr. Baker advised Chairwoman Deborah George-Thompson and members that the City Manager had brought this to his attention earlier. This is something that he felt could be done but he would need to do more research on this to find a material that could be applied to the lids that would withstand the elements.

Board member Kirkman shared that North State has tags on their poles. Their tags are more pictorial. The tag is imbedded with the pole number, the location, when it was installed, the type of material the pole is made from, etc.

Chairwoman Deborah George-Thompson reiterated that the bar code readers are not very expensive and can be purchased at the hardware store.

Mr. Baker agreed that the readers would not be expensive but the problem remains what type of material could be used to place on the covers that would withstand the elements.

Member Kirkman agreed that the system used would have to withstand the elements and felt that additional photogenic logs would have to be used. North State has a photogenic reader for their poles.

Mr. Baker explained that the city's master plan is to use a GPS system in the manhole and clean out cap. This would be time consuming. Staff is hoping to start this method next fall.

Board member Kirkman shared that technology is available to have a chip embedded in the covers.

Mr. Baker shared with the Board that the city has had 4 manhole covers stolen in the past five years.

Chairwoman Deborah George-Thompson felt a barcode system would be an easier way to keep up with the maintenance performed and provide something that would be easily accessible to anyone. She felt this would provide answers when or if someone questioned whether or not maintenance had been completed and the date it was performed.

Mr. Baker discussed the GPS technology that is available and a GPS module that is available for use with an I-pad tablet. This system would allow us to physically stand at the location and record the manhole information. That information would include the date and time that the manhole was visited, as well as the GIS coordinates. This information would be downloaded into the GIS system. This process is very time consuming and is expensive.

There was further discussion between Mr. Baker and Chairwoman Deborah George-Thompson concerning the difference in cost between the barcode and GPS system. Mr. Baker advised members that more research was needed to determine what materials would adhere to the manholes as well as materials that would withstand the elements of the weather to install a barcode system.

Chairwoman Deborah George-Thompson felt that records would be more accurate and readily available if problems arise in the future with the bar codes. It would provide information should you need to talk to someone regarding an area, and assist with checking the amount of vandalism that may occur frequently in one area. It was her opinion that vandalism was costing all residents a lot of money.

Mr. Baker agreed with Chairwoman Deborah George-Thompson and added that in most of the larger municipalities such as Greensboro, High Point, and Winston Salem they are using the GPS system to track maintenance. However using a GPS System would be very time consuming when checking approximately 972 manholes and approximately 972 clean outs.

Board member Daniels asked if all the manholes were bolted down.

Mr. Baker responded that most of them are bolted down. The standard manholes bolted down will be in the outfall areas. They are called sealed manholes. Manholes located on high ground in the neighborhoods are not usually bolted down.

Mr. Baker was asked if the unbolted manholes were the ones that were stolen. He advised members that the only manholes that had been stolen were located on the outfalls. He discussed with members the standard covers such as Trinity purchased in comparison to the costs of manholes that would be used in High Point and Greensboro who have their name placed on the covers. Trinity uses a standard manhole cover with no identification due to the increased costs for covers that identify the municipality.

There was further discussion concerning the way the city currently handled the information gathered concerning the inspection of the manholes. Mr. Baker advised members that currently

the information is written down in the field and then transferred onto a spreadsheet when the employee returns to the office.

The least expensive method is how the City has tried to do all things. However the bar code system is a good idea, but we need to take baby steps in this matter.

Mr. Baker continued by presenting the Power Point presentation in an effort to bring new members up to date on the current sewer projects that will illustrate some of the things that actually goes on during the installation. (see Power Point attached)

Slide 1: Workers putting together an outside drop manhole. A drop manhole is done to shallow up the sewer line. In this picture this manhole is approximately eighteen (18) feet in depth. Instead of digging out eighteen (18) feet and coming up with the line we install these drops. The hole located at the top is in case there is ever a blockage at the drop the sewer can flow in at the top as well.

Slide 2: Workers bolting the pipe together adding the boots. Plastic wrap is located around the fittings around the bottom. A four (4) inch minimal gravel pad on the bottom is required.

Slide 3: Shows installation of the cement. Some places require cement all the way up on the pipes. Mr. Baker liked the cement on the bottom of the pipe only. If the entire pipe is covered with cement it adds extra weight and pulls the pipe down. With excavated soil there could be settlement and the extra weight would pull the pipe away from the fitting. Most engineering firms in North Carolina use this method.

Slide 4: Shows a bore that was done under Meadowbrook Road. This is located approximately thirty (30 feet) underneath the road. It took approximately three to three and one half (3 to 3 ½) months to complete. The picture shows a thirty (30) inch casing. There was rock located at this site. Workers crawled in the space with jackhammers for approximately two (2) months to get through the rock. This bore was approximately two hundred (200) feet.

Slide 5: This photo shows apparatus called spiders. They sit inside the casing and hold the pipe in alignment. This is gravity sewer and must be at a certain angle. Each one of the spiders is designed and built to drop down a little bit each time for the entire two hundred (200) foot section.

Slide 6: This map shows the area that we are currently working on. Mr. Baker explained the location of Trinity West on the map and advised members that the blue line on the map illustrates the location of the force main that will travel to Morgan Street manhole. Mr. Baker showed the location of the pump station on the map that was located off Ronniedale. The wet well is in place at the pump station site.

Mr. Baker discussed questions that had been asked regarding when those that do not have sewer can expect to have sewer made available to them. The answer to this question is that all of the bond monies will have been expended at the end of the Phase 5 project.

Manager Hinson, Randy McNeill, City Engineer, and I met today and discussed the possibility of acquiring possible Community Development Block Grant Funds (CDBG) that could be used to complete some smaller projects.

Mr. Baker discussed the following question that had been asked by some residents located on Rockford. They asked why the project was not continued to provide sewer all the way up the road in this location. Mr. Baker stated that the only way that the city could have continued this project was to add a small pump station or continue with the earlier original plan at a cost of approximately one and one half million (1 ½) dollars. The city evaluated where the most homes at the least cost could be served in order to get the most service for the dollars expended. The area that we are currently serving is at a cost of approximately twenty three to twenty six thousand (23,000 to 26,000) dollars as compared to the portion of Rockford in question at a cost of approximately fifty thousand (50,000) dollars. This is the process used in determining the entire phases of the sewer projects.

Manager Hinson advised Mr. Baker and members that Mr. McNeill and a representative from Benchmark were planning to meet later in the week in an effort to identify one of the three projects that may qualify for the CDBG Grant funding. She advised members that the City was only interested in projects that could be paid for with grant funding and no expenditures of city dollars. Manager Hinson discussed the process used to identify the projects, how a project ordinance was established, and how CDBG funds could be expended to include engineering services as well as grant administration services. The City could apply for up to \$750,000.00 with this grant. This funding would need to pay for the entire project that would include installation of the lines, and the hook-ups to the homes.

Board member Harrison asked, Mr. Baker what percentage has been completed in Phase 5.

It was Mr. Baker's opinion the Phase 5 project was approximately ten (10) percent complete. We have run into some very hard rock under the gas line. They are trying to bore under the gas line now. The weather has slowed the construction process as well.

Old Business

8. Approve August 06, 2013 Minutes (tabled from October 2013 Meeting)

Chairwoman Deborah George-Thompson opened this item for discussion and or motion.

Motion to approve the August 06, 2013 minutes by Board member Kirkman, seconded by Board member Harrison, and approved unanimously 5 to 0 by all members present, with Board members, Lister, and Peace being absent.

9. Review Council Action regarding Orphaned Streets within the City Limits. (no action required) Street listings from October Meeting included in this packet.

Chairwoman Deborah George-Thompson asked members if any of them had come up with criteria on how they would like to prioritize paving orphaned roads.

Board member Daniels asked how many members have actually visited these roads. Mr. Kirkman and I have done this and I think everyone on this Board should go and visit these roads before there is any discussion on them. I feel like we should table this discussion on orphaned roads until that has happened. Member Daniels advised members that he would be willing to take anyone on the board to look at the roads.

For instance, on Grove Road is a private road and has a junk yard with a chain-link fence located on it which prevents passage. It was member Daniels opinion that this is a private road and should not be on the list.

Mr. Baker felt that the plat showed Grove Road stopping at the property line where the fence was located.

Member Daniels stated that on John Road this is a one lane road with one house on it. We then visited Tony Drive; it has a basketball court in the middle of the road.

Mr. Baker stated that these were items that the city would have to look at. I believe what staff is looking for are criteria if the board would like to consider going this route.

It was member Daniels opinion that a lot of the roads listed on the list were private roads.

At this time, motion by Board member Daniels to table any discussion on Orphaned Roads until all members has an opportunity to go and look at them. The motion was seconded by Board member Kirkman, and approved unanimously 5 to 0 by all members present, with Board members, Lister, and Peace being absent.

After the motion Board member Kirkman asked what the surrounding cities do about their Orphaned Roads since the state has stopped taking over the orphaned roads.

Mr. Baker replied the states criteria is if the road is located in the corporate limits they will not take it over and any new sub-division built within the city will be the city's responsibility to maintain.

Board member Daniels felt like this goes back to the Fire Department. He thought the Fire Department pulled these plats on some of property because they needed to have names for roads to be able to respond to calls in relation to 911.

Mr. Baker explained to members that the reason these streets were brought to the Boards attention was due to the questions that the residents pose to the staff and Council. We are asked by residents to do something to help them since the state no longer maintains these roads. They are approaching the City for assistance.

There was discussion between Chairwoman Deborah George-Thompson, members, and Mr. Baker concerning the roads that needed to be reviewed. During discussion member Daniels discussed Circle Court and felt this would be an easy street to repair. However, he also found that the maintenance of this road is under question and legal action is pending on this road.

Chairwoman Deborah George-Thompson felt that the Board needs to have criteria in place to determine which if any of the roads are to be repaired. She discussed Rolling Road and if Powell Bill money could be used to repair it. Manager Hinson and Mr. Baker advised Chairwoman Deborah George-Thompson that this repair would be made with Powell Bill funds.

Chairwoman Deborah George-Thompson asked if the city could use Powell Bill funds to make repairs and continue maintenance on streets already owned by the city. She discussed comments from a prior meeting that if the city did not use this money the city would lose it.

Mr. Baker advised members this was another reason for bringing this to the board. There was continued discussion between some members whether or not the city should consider taking on new streets or just continue maintenance on their current streets. It was determined that a prior motion had been made to take no action until all members visited the streets provided on the updated list tomorrow by Mr. Baker.

Mr. Baker discussed with members points brought out by Mr. Rick Austin, engineer consultant concerning the roads included on the list that were already up to state standards. These streets include Grove and Warren Streets. The streets highlighted on the list are the streets that Mr. Austin and I physically inspected and felt they met State of NCDOT Department Standards.

Mr. Baker also advised members that persons that live on private roads do not receive garbage services, and some do not have sewer service. By using Powell Bill funds to take over some of these roads it would be a way to show these residents that they are a part of the city and that we care. This is not helping out a developer. It is to help out a citizen.

Member Daniels asked for a list of roads that the City currently maintained.

Mr. Baker stated that he would get a current list to members along with an updated street list later in the week.

Member Carico asked what Mr. Baker meant by state specifications. He asked if state specifications did not require a certain number of homes in order to accept maintenance of a street or paving.

Mr. Baker advised member Carico and others that the state specifications did require a minimum number on homes to be located on the road in order to accept maintenance responsibility. What Mr. Austin and I are using as specifications is that the streets were originally built out with a proof roll and have the correct amount of property for the right of way. All the construction characteristics are there.

Mr. Baker and members discussed request by petition with assessments as an option for the city to consider taking over the street. Mr. Baker confirmed that assessment was an option that has been used by the city in other areas. However, the persons living in most of the areas identified on this list cannot afford an assessment.

Councilwoman Deborah George-Thompson summarized the continued discussion and it was her opinion that members are to visit the streets provided on the list, and return to next meeting and decide if they want to continue with this list or make repairs to our existing streets.

Further discussion continued concerning how Powell Bill funds were distributed and how long the city projected it would be before funding ran out. Mr. Baker and Manager Hinson advised members that the city received two (2) payments annually. Manager Hinson and members discussed the factors that determined the current distribution method for these funds and the possibility that changes may occur after the physical year ending in 2014. The state has several methods on the table for future distribution but has made no decisions at this time.

Manager Hinson briefed members on a resident's comments to council during one of their meetings concerning Warren Lane. This resident wanted to know why this road was paved for a section and then the balance left as dirt. She also discussed a letter received by her grandmother from NCDOT regarding maintenance of this street and the research that she did in regard to maintenance on this street.

These types of comments and questions to Council members prompted this study.

At the end of discussion members asked that management and staff check with other municipalities for criteria they use to determine whether to assume orphaned roads.

Closing Comments

10. Comments from the Board

None

11. Comments from Staff

Mr. Baker advised members that Julie Maybee, Planning Director had asked that he advise members of this board that she will be completing a text amendment concerning the lot size allowed in the RM-U Zoning District. She is considering a change to 7,000 square foot lots. If sewer is available this lot size does meet the criterion in most regions. The criteria that this board will review will be the stormwater issues and the affect that they may have. With 7,000 square foot lots a regional stormwater device will be needed to handle this.

12. Adjournment

Motion to adjourn the February 4, 2014 Regular Meeting at 7:59 p.m. by Board member Harrison, seconded by Board member Carico, and approved unanimously 5 to 0 by all members present with Lister, and Peace being absent.